



GREATER VALLEJO RECREATION DISTRICT

Mission Statement: *Building community and enhancing quality of life through people, parks, and programs.*

Website: www.gvrd.org

395 Amador Street, Vallejo, CA 94590-6320 • 707-648-4600 • FAX 707-648-4616

Board of Directors
Rizal Aliga
Ron Bowen
Robert Briseño
Adjoa McDonald
Wendell Quigley

General Manager
Gabe Lanusse

Policies and Personnel Committee Minutes
Monday, February 27, 2023
9:30 a.m.
Administrative Office-Board Room
401 Amador Street

In attendance: Director Briseño, General Manager Lanusse,
Human Resources Clerk Morehouse
Absent: Director Bowen

Meeting began: 9:26am

1. Public Comment

N/A

2. Policy TBD – Purchase of Meals, Refreshments, and other discretionary spending

- a. Staff commented that this will be a brand-new policy which came about due to staff purchasing food and would like clarification on how much money is ok to spend on purchasing food. Some agencies have a zero policy on food purchase, others had restrictions because of public funds being used.
- b. Committee asked if there is a budget put in place for purchasing food.
- c. Committee recommends that maybe a solution would be to make a spending limit to allow employees to have an autonomy by giving trust and a little leeway and making it important to do team building things.
- d. Committee does not believe another policy would be the solution. The object is to control the money with reasonable limits.
- e. Staff commented that a perimeter is set since this would be on public funds.
- f. Committee recommends a rewrite of the policy.

3. Update on Term Limits

- a. Staff commented that per Legal Counsel it is not up to GVRD to come up with term limits.

4. Update on Former Employees becoming Board Members

- a. Staff commented that per Legal Counsel the appointing agency should determine parameters. GVRD could make recommendations to the appointing agencies for a “cooling off period.”

5. California Special District Association (CSDA) Policy Manual Subscription

- a. Staff has purchased a CSDA Policy Manual Subscription to use for policy manual updates.

6. RFQ for Policy Manual Updates

- a. Staff commented that we have tried using outside Legal Counsel in the past and this hasn't been as productive as they planned, so staff recommends that we should use an HR firm to help update our policies.
- b. Committee asked what is the need for updating the policy manual, what would the cost be, and if this is something urgent to get done?
- c. Staff commented that this is needed due to the confusion and interpretation of policies, we won't know the cost until staff receives bids regarding the cost, and it is a priority to reduce complaints and grievances from staff.
- d. Committee asked staff to perform a cost benefit analysis of updating policies.

7. Update on Human Resources Director Position

- a. Staff commented that we are working with Theresa Phillips from MRG to develop what the role of the HR director has been, what staff provided as feedback, and benchmark activities of HR directors. Staff will meet in a couple of weeks.
- b. Staff commented that they would like to have the job posted by the end of March.

Adjourned at 9:50am